

APPENDIX C

Staffing Percentage

For Facilities for the Developmentally Disabled (FDDs), the number of direct care staffing hours required per day was determined by multiplying the number of on-site resident hours per shift per care-level category (obtained from the FDD's "Living Unit Census Report") by the minimum number of hours specified for that category in Wisconsin Administrative Code HFS 134.60(2)(d). This code requires:

DD-1: 1 direct care staff person per 8 residents/day shift
1 per 8 residents/evening shift
1 per 16 residents/night shift

DD-2: 1 direct care staff person per 8 residents/day shift
1 per 16 residents/evening shift
1 per 16 residents/night shift

DD-3: 1 direct care staff person per 16 residents/day shift
1 per 16 residents/evening shift
1 per 32 residents/night shift

This calculation was carried out for each day in a two-week period. The sum of these daily totals divided by 2 equals the number of direct care hours required per week.

The number of hours actually worked per week was obtained by averaging two weeks' staffing totals. The staffing totals were calculated from the most currently available information provided by the FDD on the "Living Unit Direct Care Staffing Report."

The staffing percentage was obtained by dividing the average number of direct care hours "actually worked" per week by the number of direct care hours "required" per week.

Note: The Developmentally Disabled (DD) Level 1 describes two types of individuals who require a higher level of care than DD Level 2 or 3 individuals. The DD-1a person has health care needs and the DD-1b person has maladaptive behavior such that it interferes with their program participation.

- a) DD-1a: All developmentally disabled children under the age of 18 and adults of any age who require active treatment and whose health status is fragile, unstable, or relatively unstable.

- b) DD-1b: All developmentally disabled children under the age of 18 and adults of any age who require active treatment and who exhibit behaviors of sufficient frequency, severity, or duration to cause a threat to the health, safety, or welfare of themselves or others. These persons may manifest hyperactive behaviors; they may be security risks.

DD-2: An adult who requires active treatment to learn basic ADL and social skills. These persons have the learning capacity to perform some of these skills with staff intervention.

DD-3: An adult who requires active treatment to learn a variety of skills in many areas, including but not limited to social skills, domestic, and vocational skills. These persons have the learning capacity to perform some of these skills independently and some with staff intervention.